

**ACADEMIC AWARD REGULATIONS  
Framework and Regulations for Professional Doctorates**

<b>Name of regulation :</b>	Framework and Regulations for Professional Doctorates
<b>Purpose of regulation :</b>	To describe the framework under which Professional Doctorates operate
<b>Approval for this regulation given by :</b>	Academic Board
<b>Responsibility for its update :</b>	Dean of Students and Academic Registrar
<b>Regulation applies to :</b>	To all Students registered on Staffordshire University awards.
<b>Date of Approval :</b>	29 June 2011
<b>Proposed Date of Review :</b>	May 2012

**1.0 Definition of a Professional Doctorate**

- 1.1 Professional Doctorates are awarded by Staffordshire University in recognition of the successful completion of an approved programme of study and supervised research and development in an area of professional activity relevant to the student's profession. A professional doctorate should add to knowledge and should extend the bounds of a particular discipline, to a level which justifies wider dissemination.
- 1.2 Professional Doctorates are intended to offer an alternative form of doctorate study to students who wish to add to knowledge within their professional practice without undertaking a traditional research degree. Professional doctorates will be rooted in professional practice. Students will need to demonstrate that through their body of work, they have made a substantial contribution to improvements in professional practice which can be applied outside the student's own workplace.

- 1.3 Partnership between the University, students and employers is a key feature of a professional doctorate. For the University, a professional doctorate allows research to be undertaken into new aspects of professional practice and promotes greater collaboration with employers. Professional doctorates reflect the University's commitment to employer engagement. For students, a professional doctorate provides formal academic recognition of their professional development and standing. The award highlights the specific contribution made by students to extending knowledge and professional practice. For employers, support for a professional doctorate programme will result in collaboration with leading academics and the opportunity to apply the results of student research to the organisations they lead and manage.

## **2.0 Nature of Professional Doctorates**

- 2.1 While professional doctorates should offer a similar type of intellectual challenge to that which is provided by a research PhD, there are important differences between the two awards. The professional doctorates offered by Staffordshire University will have assessed taught components and are credit – based. The relationship between the award and professional practice often results in professional doctorates being undertaken by part-time study. Professional doctorate students usually progress through the taught elements of the programme as a cohort and then complete the Level 8 research project component at a pace appropriate to the requirements of their particular award.
- 2.2 Professional doctorates offered by Staffordshire University must include a requirement for students to complete a substantial research thesis<sup>1</sup>. It is recognised by the University, that the completion of a thesis may be the result of more than one project and the evidence of learning may be presented for assessment in forms other than a substantial piece of writing.
- 2.3 The project or projects undertaken as part of a professional doctorate must demonstrate that the work has addressed workplace or professional needs. The learning outcomes derived from the research must have relevance for other professionals and organisations in the same sector. Students should also provide evidence of the impact the Level 8 project has had, or will have, on professional practice.
- 2.4 The outcomes of the professional doctorate must show a significant new contribution to a body of applied knowledge or practice. More specifically, students must demonstrate innovation in the application of knowledge to an occupational or professional area.
- 2.5 Professional doctorates offered by Staffordshire University will be named awards linked to subject areas. Whilst for some Professional Doctorates, a broad title approved at validation may be appropriate as it is designed to meet a specific professional need (eg Professional Doctorate in Clinical Psychology), in other areas there may be a need to differentiate the titles awarded to individual students. For example, it may be appropriate to validate a Professional Doctorate in Art & Design Practice which will have certain core elements, but to differentiate the exact title awarded to students

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<sup>1</sup> Within these regulations, the term 'thesis' incorporates other forms of work appropriate to the field of study and approved for specific Professional Doctorates.

to reflect the particular area of practice, eg Professional Doctorate in Art & Design Practice: Ceramics (see paragraph 4.3). Where differentiated titles are permitted within a generic award, this will be specified at validation.

### **3.0 Structure of Awards**

- 3.1 Professional doctorates awarded by Staffordshire University will be credit rated and modular, and offer professionally relevant and practice-based learning and research.
- 3.2 Completion of a professional doctorate will require the award of 540 credits, of which a maximum of 180 credits may be at Level 7. A minimum of 360 credits will be at Level 8. Assessment of the two stages will reflect the QAA Masters and Doctoral outcomes as defined in the Higher Education Qualifications Framework.
- 3.3 The University expects at least one third of a professional doctorate programme (usually 180 plus credits) to be based on one or more individually negotiated research project or projects. All professional doctorate programmes will include a professional research module (see Section 4 below). The outcome of the professional research module will be presented as a written thesis, portfolio or by other equivalent work such as a performance or presentation supported by a written commentary.
- 3.4 The taught elements of a professional doctorate programme will draw on a variety of teaching and learning methods, appropriate to the discipline. The pattern of contact hours may also vary according to the subject area covered by the professional doctorate. Research training modules will underpin the professional doctorates awarded by the University.

### **4.0 Professional Research Module**

- 4.1 Programme Leaders will provide students with the specific requirements of the Professional Research Module. Students will be required to provide evidence of Level 8 critical evaluation. The assessment will include a viva voce examination. The word length of a thesis, portfolio or report shall not exceed 50,000 words. In the context of the Professional Research Module, the University appreciates that the term 'thesis' can include a permanent record (video, photographic record, CD\_ROM, DVD\_ROM) of the practical component of the work.
- 4.2 Successful completion of the Professional Research module may involve a student working on one or more research project or study. Some of the credits for the Professional Research module may be derived from practice based work. In some cases, Professional Research modules will be examined by a research thesis in a similar way to a postgraduate research degree (MPhil and PhD). Students will be required to submit a thesis and must take part in a viva voce examination conducted by internal and external examiners. Other Professional Research modules, however, may be more closely related to professional practice and allow students to submit a work-based research project in the form of a report. These modules will also be examined by a viva voce examination.

- 4.3 In order for a student to register for a Professional Research module, the Faculty/School Research Degrees Committee must be assured that the programme of work proposed is viable. An application for registration on to a Professional Research module must be made to the Faculty or School Research Degrees Committee. The material needed to support a registration can be summarised as follows:

<b>Application details</b>	information on student, project title, mode of study
<b>Award Title</b>	Where a specific title is permitted within a generic validated award, the title will be specified in the application for registration on to the Professional Research Module
<b>Research project</b>	outline project proposal not normally exceeding 2000 words
<b>Supervision</b>	details of the supervision team
<b>Resources</b>	confirmation that sufficient resources are available to undertake and complete the programme of work
<b>Training</b>	Details of any training or development needed by the student to complete the programme of work

- 4.4 A project may be proposed in any topic appropriate to the overall subject matter of the Professional Doctorate provided that:
- Appropriate supervision expertise is available to support the proposed project,
  - An environment exists to support high quality research at doctorate level,
  - Appropriate examiners can be identified.
- 4.5 The learning environment available to students should encourage them to exercise independent thought and meet the intellectual challenge presented by the programme of work.
- 4.6 When considering an application to register for a Professional Research module, the School or Faculty Research Degrees Committee will ensure that:
- Appropriate and experienced academic judgment is used to assess proposals,
  - The viability and value of each proposal is investigated and confirmed.
  - The student is ready to undertake the Professional Research module,
  - The arrangements for the student's supervision are valid and show that the proposed supervisors can offer the appropriate mix of academic and professional expertise,
  - The student has considered relevant ethical issues and has identified how these will be addressed,

- Supervisors and students understand their respective roles and responsibilities.

The Professional Research Module will normally be the last module to be taken within the programme of study, but there may be awards where it runs concurrently with taught modules. The sequence of study will be specified and agreed at validation.

- 4.7 Consideration and approval by School and Faculty Research Degree Committees of applications to register for the Professional Research Module is designed to supersede the internal peer review processes adopted within some Faculties.

## 5.0 Entry Requirements

- 5.1 The University normally recognises two entry routes on to a professional doctorate: Graduate entry and Masters entry (please see paragraph 5.6, below for guidance on the entry to professional doctorates accredited by a professional body).
- 5.2 **Graduate entry:** students will hold a first degree, honours or equivalent and have appropriate professional experience. Students opting for the graduate route will normally be expected to complete the full 540 credits needed for the award of a professional doctorate award. The Level 7 stage will provide the appropriate research methodologies needed to support a Masters thesis . Initial registration for graduate entry will normally be for the Level 7 qualification. Progression from Level 7 will be conditional on the successful completion of the Masters stage of the programme.
- 5.3 **Masters entry:** students will already hold a Level 7 qualification, such as MSc, MA, MRes or MPhil, in an appropriate subject relevant to the proposed Professional Doctorate. The Level 7 qualification should contain a significant research element. Students accepted on to the programme at this stage will need to complete 360 credits at Level 8.
- 5.4 For students opting for the Graduate entry route (see paragraph 5.2), accreditation of prior learning that is certificated (APL) and prior learning that is experiential (APEL) can be claimed . Students should refer to the University's policy at [www.staffs.ac.uk/images/apel\\_policy\\_student\\_hbook\\_tcm68-12705.pdf](http://www.staffs.ac.uk/images/apel_policy_student_hbook_tcm68-12705.pdf) for full details.
- 5.5 Students starting a professional doctorate programme through the Masters route, can apply for the whole of the Masters award to be treated as certificated prior learning for the professional doctorate, provided the learning was appropriate to the objectives of the Doctoral stage and met the learning outcomes of their chosen Professional Doctorate programme.
- 5.6 For those University Professional Doctorates accredited by professional bodies or associations, students must hold qualifications recognised by the professional body or association as providing eligibility for entry on to the programme and may have to provide evidence of either relevant clinical experience or have secured a suitable placement.
- 5.7 Where appropriate, applicants for entry on a professional doctorate programme may be required to evidence that their proficiency in the English

Language is sufficient to meet the challenge of doctorate level study. An IELTS score in band 7 or equivalent is the normal minimum requirement. Where appropriate, a higher minimum may be specified for a particular Professional Doctorate at validation.

## **6.0 Enrolment**

- 6.1 A student must enrol with the University each academic year. Fees are payable on enrolment unless secured by NHS commissioning. Non- payment of fees will result in a student being withdrawn from the Professional Doctorate programme. Failure to enrol with the University each academic year will be viewed as evidence that the student has abandoned his or her programme of work.
- 6.2 A student will normally be admitted to the programme on the basis of being actively engaged in a profession relevant to the award. Any change in the student's professional activity should be reported to the Programme Leader. Depending on the circumstances, a change in a student's professional activity may result in the suspension of the student's enrolment or a change to his or her supervision arrangements.
- 6.3 A Professional Doctorate may be undertaken on a full-time or a part-time basis. However, specific award regulations may be validated with a restriction on the mode of study available for a particular award. The maximum period of study for a student on a graduate entry route will be seven years. The maximum period of study for a student on a masters entry route will be six years.
- 6.4 Under exceptional circumstances, the University will agree to suspend a student's period of study. Applications by a student must be supported by the Programme Leader and, where appropriate, their employer. The maximum period that a student's period of study may be suspended is twelve months.
- 6.5 Any student who wishes to withdraw from a Professional Doctorate must notify in writing his or her Dean of Faculty or School and the Programme Leader.

## **7.0 Supervision of the Professional Research Module**

- 7.1 A student registered for the Professional Research Module of a professional doctorate shall normally have a supervision team consisting of a Principal Supervisor and one additional supervisor. Where appropriate, Professional Body requirements on the composition of the supervision team will be adopted.
- 7.2 Principal Supervisors must be employees of the University and have previously supervised to the successful completion of a minimum of one doctorate degree, or have successfully completed the University's Research Degrees Supervision Module , and be actively engaged in research and/or consultancy at an appropriate level for the supervision of the award.
- 7.3 In addition to the supervisors, an adviser or advisers may be proposed to contribute specialised knowledge of the organisation in which the proposed research will be located.

- 7.4 A member of the University's staff who is registered for a postgraduate award shall be eligible to supervise a Professional Doctorate student, providing that she or he can satisfy the Faculty or School Research Degrees Committee that no conflict of interest will arise between the proposed supervisor's body of work and the programme of work put forward by the student. It will not be possible for them to be the Principal Supervisor.
- 7.5 If the Principal Supervisor or other supervisor leaves the University's employment or is unable to continue in that role, the University will try to identify another member of staff to take over as Principal Supervisor. It may, however, be difficult for the University to identify a member of staff with the appropriate mix of supervision experience and subject expertise. In these circumstances the Chair of the School or Faculty Research Degrees Committee will discuss with the student all the possible options, which may include arranging for a supervisor who has left the University to continue as an additional supervisor
- 7.6 Any change proposed to a student's approved supervision arrangements should be made to the School or Faculty's Research Degrees Committee.

## **8.0 Assessment**

- 8.1 Assessment of the Level 7 stage of a professional doctorate will be undertaken in accordance with the University's Regulations for Taught Postgraduate Awards [http://www.staffs.ac.uk/images/postgrad\\_regs\\_tcm68-12690.pdf](http://www.staffs.ac.uk/images/postgrad_regs_tcm68-12690.pdf) .
- 8.2 Assessment of the taught Level 8 modules, will be undertaken in accordance with the University's Regulations for Taught Doctorate Modules (see appendix 1).
- 8.3 External examiners for the Level 7 stage and the taught Level 8 modules of a professional doctorate will be appointed in accordance with the University's procedures for appointing external examiners for taught provision.
- 8.4 All modular assessments within the professional doctorate must be subject to the University's policy on second marking [http://www.staffs.ac.uk/images/uni\\_assess\\_pol\\_tcm68-12696.pdf](http://www.staffs.ac.uk/images/uni_assess_pol_tcm68-12696.pdf) - Appendix C.
- 8.5 Assessment of modules where all or a significant amount of the student learning is conducted in a workplace can involve feedback from a workplace mentor who should not be associated with the supervision of a student's professional research module. Arrangements for the assessment of work-based learning should be explained in the programme specification document.
- 8.6 With the exception of the Professional Research Module, each module result within a professional doctorate will be moderated by the appropriate Assessment Board.
- 8.7 The University Postgraduate Framework compensation regulations will not apply to modules undertaken during the doctoral phase of the programme.

- 8.8 For the assessment of the Professional Research Module, the supervisory team will, following consultation with the student, nominate examiners. Nominations will be submitted via the Faculty/School Research Degrees Sub-Committee for approval by the University's External Examiner Approval Panel which will include input from members experienced in the appointment of examiners for Doctorate provision. As a minimum, two appropriately qualified/experienced examiners shall be appointed by the EEAP. One of the examiners must be external to the University, and at least one examiner will have experience of examining in the UK at doctorate level. No member of a supervisory team may examine the work of any student whom he or she has supervised. Previous members of staff will not be eligible to act as an external examiner for a period of five years from the date on which they left the University. Examiners for the Professional Research module will be appointed for each student individually, rather than for a cohort, though it is recognised that there will be occasions where the same examiner will be appropriate for more than one student. However, the Faculty or School's Research Degrees Sub-Committee will ensure that the same external examiner is not approved so frequently that his/her familiarity with the programme team might prejudice objective judgement. Once the examiners have been approved by the EEAP, the supervisors must not have any contact with the examiners over the examination. The arrangements for the examination will be made through the administrator (s) supporting the professional doctorate programme. The University shall determine the fees and expenses paid to external examiners.
- 8.9 The student shall ensure that sufficient copies of his or her thesis/portfolio are made available to the Faculty or School for submission to the examiners.
- 8.10 The viva will normally be held at Staffordshire University.
- 8.11 Each viva will be chaired by a senior member of the University who has not been involved in the supervision of the candidate under assessment. Chairs will be selected by a School or Faculty Research Degrees Committee but do not necessarily have to be a member of the Committee.
- 8.12 Supervisors may with the consent of the student observe the viva. Unless specifically asked to do so by the examiners, supervisors cannot take part in the viva discussion. Supervisors observing a viva must withdraw before the examiners begin to discuss the outcome of the examination.

## **9.0 Outcome of the Viva**

- 9.1 The recommendation of viva panel should be unanimous (please see below for guidance on the procedure that should be followed when examiners fail to reach a unanimous recommendation).
- 9.2 The decision of the viva panel shall be recorded in a written report of the viva. The Chair of the viva shall be responsible for ensuring that a written report is produced. Students will be advised by the examiners of the action needed to bring the thesis/portfolio up to pass standard, and, provided their maximum period of registration has not been exceeded, a deadline for the re-submission of the material.
- 9.3 The examination panel shall complete for the Chair of the Faculty or School Research Degrees Committee, a joint report that must include one of the following recommendations:

- i. that the Professional Research Module has been successfully completed;  
or
  - ii. that Professional Research Module will be successfully completed ,  
subject to the student making corrections to his or her thesis/portfolio to  
the satisfaction of the examiners; or
  - iii. If the thesis/portfolio was satisfactory but the student failed to satisfy the  
examiners during the viva, the student shall be permitted to re-present the  
thesis/portfolio and take part in a re-examination within a period not  
exceeding twelve months from the date of the first examination, OR;
  - iv. If the thesis/portfolio, though unsatisfactory, has sufficient merit, the  
student can be permitted to re-present his or her thesis/portfolio in a  
revised form and undergo a second examination. The re-examination to  
take place within twelve months of the first examination; or;
  - v. That the Professional Research Module was not satisfactorily completed  
nor defended and the student should not be allowed to revise and  
resubmit his or her thesis/portfolio for a second examination.
- 9.4 The examination panel may inform the student of their recommendation. A  
report, summarising the outcome of the viva must be signed by members of  
the examination panel and sent to the Chair of the School/Faculty Research  
Degrees Committee who will ensure that the Award Board is notified of the  
outcome. .
- 9.5 Where the examination panel is not able to agree a unanimous  
recommendation, each examiner should submit individual reports and  
recommendations. In this event, the School or Faculty Research Degrees  
Committee may:
- (i) Uphold a majority recommendation, provided that the majority  
includes at least one external examiner, or
  - (ii) Uphold the recommendation of the external examiner, or
  - (iii) Appoint an additional external examiner and require a further  
examination to be held.
- 9.6 Where a student's approved programme of research is part of a collaborative  
group project, the thesis/portfolio presented for viva shall indicate clearly the  
student's individual contribution, in addition to the nature and extent of the  
collaboration.
- 9.7 A student is permitted to include his or her own published work in the  
thesis/portfolio on condition that where published work is included, the  
thesis/portfolio will record the title, place and date of the publication.
- 9.8 Students shall not be permitted to include in their theses/portfolios, material  
that had been previously submitted for another academic award offered by  
this or any other University or degree awarding body. The University will allow  
professional doctorate students to include this material for reference  
purposes. Where such material is included, the thesis/portfolio should clearly  
record the title of the work, the title of the award and name of the university or  
degree awarding body that conferred the award.

9.9 Decisions on awarding a professional doctorate will be the responsibility of the Programme Award Board which will receive the recommendations of viva panels regarding the completion of the professional research module and decisions taken by Assessment Boards. A professional doctorate will be awarded when the Award Board is satisfied that a candidate has met the requirements for the award.

## **10.0 Student Progress and Monitoring**

10.1 The University will put in place and draw to the attention of students and supervisors, clearly defined procedures for monitoring and supporting student progress. The main purpose of the monitoring process will be to provide support for the student to complete the programme of professional doctorate study within an appropriate timescale. The University will provide guidance to students and supervisors about the importance of keeping appropriate records of the outcomes of meetings and related activities.

## **11.0 Feedback**

11.1 The University will put in place processes to collect, review and where appropriate, respond to feedback from staff concerned with the provision of professional doctorate programmes. Arrangements will be made for feedback to be considered openly and constructively and for the results to be communicated to interested parties.

## **12.0 Copyright and Intellectual Property Rights (IPR)**

12.1 Professional Doctorate students enrolled with Staffordshire University agree to observe the University's regulations concerning copyright and intellectual property rights.

## **13.0 Complaints**

13.1 Complaints by Professional Doctorate students will be processed in accordance with the Student Complaints Procedure adopted by the University. [http://www.staffs.ac.uk/assets/complaints\\_procedure\\_tcm44-26818.pdf](http://www.staffs.ac.uk/assets/complaints_procedure_tcm44-26818.pdf)

## **14.0 Review of an Examination Board Decision**

14.1 Students who wish to request a review of an Examination Board decision may do so in accordance with the University's Procedures for Review of an Examination Board Decision as detailed in the University's Academic Awards Regulations. [http://www.staffs.ac.uk/images/rev\\_of\\_exam\\_board\\_tcm68-12688.pdf](http://www.staffs.ac.uk/images/rev_of_exam_board_tcm68-12688.pdf)

## **15.0 Procedure for Dealing with Breaches of Assessment Regulations: Academic Misconduct**

15.1 The University's Procedure for Dealing with Breaches of Assessment Regulations: Academic Misconduct gives details of what constitutes cheating and plagiarism and the procedure that will be followed if a student is suspected of cheating and plagiarism. This procedure is included in the Regulations for the Academic Awards of Staffordshire University. [http://www.staffs.ac.uk/assets/academic\\_misconduct\\_tcm44-26770.pdf](http://www.staffs.ac.uk/assets/academic_misconduct_tcm44-26770.pdf)

## Appendix 1

### Regulations for Taught Doctorate Modules

#### **Context**

Within the University, taught modules at doctorate level exist only as part of Professional Doctorate Programmes. These regulations therefore relate only to the assessment of modules and not of complete awards. The University's Framework and Regulations for Professional Doctorates provides the necessary information on how the award as a whole is structured and assessed.

#### **Credit Rating**

Taught doctorate modules are credit rated and carry a specified number of credits, associated with the total learning time required to complete the module, at Credit Level 8 (EWN Credit Guidelines). The credit rating of taught doctorate modules is normally 15 or a multiple of 15.

Each module has a coherent set of formally identified learning outcomes. Credit for the module will be awarded once a student has demonstrated through the approved assessment that they have achieved these outcomes.

#### **Module Assessment**

You will be assessed in every module for which you enrol. You may be required to undertake more than one element of assessment for a module, and you will be given information on what is expected of you at the start of the module. The assessment will be linked to the teaching and learning methods of the module and will be designed to test your achievement of the module's learning outcomes. A range of assessment methods may be used including formal examinations, class tests, essays, projects and case studies. All assessment must be treated with equal gravity and you are expected to attempt all elements.

#### **Breaches of Assessment Regulations - Academic Misconduct**

Cheating and/or plagiarism of any kind will not be tolerated at Staffordshire University and will be dealt with very seriously. Cheating is defined as any attempt to complete an examination or assessment by unfair means. Plagiarism is defined as submitting the work of others as your own for the purposes of satisfying assessment requirements. Plagiarism also includes allowing your work to be copied by another student.

The University's "**Procedure for Dealing with Breaches of Assessment Regulations: Academic Misconduct**" will give you more detail about what constitutes cheating and plagiarism and about what happens if you are suspected of cheating or plagiarism. This Procedure is included as Appendix III of the Regulations for the Academic Awards of Staffordshire University. It is your responsibility to make sure you read, understand and comply with it.

#### **Submission and Late Submission of Coursework – what happens if I submit my work late?**

You must submit all pieces of assessment required for each module on or before the submission date for each piece of assessment. Failure to do so will result in failure of the module overall. The submission date will be specified for each piece of assessment for each module. It is your responsibility to make sure you know when your submission dates are and to comply with them. Failure to meet this deadline will

be treated as a non-submission and a Grade Point N will be awarded for that component.

The **only exceptions** to these rules apply where a valid **claim for extenuating circumstances** can be made. For further details you should read the **Procedures for Making a Claim for Extenuating Circumstances**.

### **Module Results and Assessment Referencing Criteria**

You will be given a result for your performance in each module. Your result will be determined by considering your performance in relation to the relevant assessment criteria. The assessment criteria will be closely linked to the learning outcomes of the module and will be included within the handbook for each module.

Where there are two or more elements of assessment within a module, your award or module handbook will provide information on what you need to do to pass the module overall.

### **Module Results**

Module results for taught doctorate modules will be given as:

P	Pass
F	Fail
N	Non-submission (fail)

The results of your modules will be considered by an Examination Board, the membership of which will include all internal and external examiners appointed for taught elements of the award. In addition, the Examination Board is responsible for determining any referral or retake requirements in modules for which a fail grade has been recorded. In determining the outcome of the assessment of your modules, this Board will consider your performance in relation to the assessment criteria of the modules and the contribution those modules make to the outcomes of the award.

If you are judged to have satisfied the module assessment criteria, the outcome will be recorded as P (pass) for the module.

If you have failed to satisfy the assessment criteria of the module, the outcome will be recorded as F (fail). If you have failed to submit any assessment for the module, the outcome will be recorded as N (fail through non-submission).

The credits for all modules, including failed modules, must be obtained in order for you to qualify for your chosen award. If the Examination Board has confirmed an F outcome for a module, you will be required to undergo further assessment on the subject matter of the module. This is in order to satisfy the Board that you are capable of meeting the appropriate learning outcomes and is known as “**referral**”. The form of assessment will be determined by the Examination Board, as will the deadline for submission/period of the examination.

If the Examination Board has confirmed an N outcome for a module, you are not guaranteed a referral opportunity, but the Board will decide whether or not to allow you a referral. In making its decision, the Board may take account of your engagement with that module.

The Examination Board may decide that along with a form of assessment you need to attend the classes for the module again. This may be because the module is laboratory based, or requires specialist equipment or because your performance

indicates that you would benefit from attendance. In such cases, where your timetable does not prevent you from attending, attendance is compulsory.

If you do not meet the referral requirements determined by the Examination Board at the time prescribed by the Examination Board you will be deemed to have failed the module at that attempt.

If you successfully complete a referred element of assessment, you will be awarded a Pass for that assessment.

You will only be allowed to attempt referrals once. If you fail to achieve a satisfactory performance in your referral attempt then the module result will be deemed a Fail.

### **Extenuating Circumstances – what happens next if my claim is upheld?**

If, having submitted a claim for extenuating circumstances, your claim is upheld, the Examination Board may take one of the following actions:

- confirm the grade achieved
- exceptionally, raise the grade based on sufficient evidence of your performance elsewhere

Where appropriate, the Board will determine the nature and timing of any further assessment required.

### **Review of an Examination Board Decision – how do I ask for the Examination Board's decision to be reviewed?**

Students who wish to request a review of an Examination Board decision may do so in accordance with the appropriate University Procedures for Review of an Examination Board Decision as detailed in the University's Academic Awards Regulations.